

30 Minute Filing Memo for On-line Agents

Agent Name:

Date:

Attention:

Agent Account#:

Phone #:

Entity Name:

SRV#:

File#:

Reservation #

Document Type:

Method of Return:

Certified Copy(s):

Status Certificate:

Any other information (i.e., merging entity name(s) and file #(s))

Please note – the 30 minute time frame stops if the document is suspended to customer service.

Please check off each of the following criteria before submitting your document:

- ☐ Document precleared with a clear letter (no errors).
- ☐ Document precleared is exact document submitted.
- ☐ All Annual Reports have been filed and Franchise Taxes are paid.
- ☐ Entity is in good standing (excluding Renewals).
- ☐ Document does not exceed 50 pages.
- ☐ Phone call was made to CSR, Cash Management or Filing Section making a live person aware that the 30 minute filing is being submitted. _____